

## **ACES NOTIFICATION**

### **\*\*\*\*\*REMINDER – PROCEDURES TO SEPARATE EMPLOYEES\*\*\*\*\***

CalPERS Error Reports have identified a number of transactions that have been submitted through ACES which are causing errors in the COMET Health System.

Procedures for Public Agencies:

When an employee separates from your agency (other than for retirement) you should ONLY submit an Appointment Change transaction in ACES.

Procedures for State/CSUC:

When an employee separates from your employment (other than for retirement) you should ONLY submit an appointment change transaction via PIMS.

When the appointment change is updated in COMET, the system AUTOMATICALLY CANCELS your employees Health Coverage the first of the second month following the separation date (i.e. permanent separation date of 05/05/2003 - COMET will cancel the Health coverage effective 07/01/2003).

If you process an Appointment Change to separate your employee AND process a Cancel Coverage Reason Code 515 to cancel their health enrollment, besides creating duplicate work for yourself, this causes the batch cancellation (due to permanent separation status) to err, thus creating duplicate workload for CalPERS.

If your employee is requesting a voluntary cancellation with an earlier effective date, please submit the Cancel Coverage transaction using Reason Code 505.

If the Appointment Change does not update automatically and cancel the health enrollment for your employee within 5 working days, or if you have any questions regarding this notification, please contact the ACES Employer Assistance Center at 1-888-CalPERS (225-7377). Thank you .